



**KING COUNTY**  
**FISCAL SPECIALIST II**  
**KING COUNTY SUPERIOR COURT**  
**ADMINISTRATIVE SERVICES DEPARTMENT**  
**Hourly Rate Range: \$17.02 - \$21.57**  
**Job Announcement: 06TM6012**  
**OPEN: 4/17/06      CLOSE: 4/28/06**

**WHO MAY APPLY:** This position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED.) Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A Superior Court application form, resume, and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>.

**WORK LOCATION:** This position is located at the King County Courthouse in downtown Seattle.

**WORK SCHEDULE:** This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. – 4:30 p.m.

**PRIMARY JOB FUNCTIONS:** Review, code and process accounts payable vouchers for payment. Reconcile vendor statements, research and respond to vendor questions. Track and report purchase order and contract payments. Perform numeric calculations related to accounts payable and payroll. Interpret and apply procurement, payroll and accounts payable policies, union contracts and procedures. Set up new employees and process recurring payroll in a deadline oriented environment for a large and diverse division within the Court. Research and follow up on problems and inquiries related to accounts payable and payroll. Interact daily with internal and external customers while exercising discretion and exceptional customer service skills.

**QUALIFICATIONS:** High school diploma or GED plus two years of experience in accounts payable, payroll or other financial experience that demonstrates the ability to perform the duties of the job. Working knowledge of Microsoft Word and Excel are highly desirable. Ideal

candidates will be detail –oriented, organized, innovative and able to work in a diverse and dynamic environment. The ability to assume responsibility and work independently is a plus. The ability to maintain regular and punctual attendance is a requirement.

**SPECIAL REQUIREMENTS:** Finalists must successfully pass a criminal background investigation and reference check.